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23 February 1964

MEMORANDUM FOR: Deputy Assistant Director, Central Reference

SUBJECT : EL-B Series of Information Reports

REFERENCE : AD/OEL Secret Memorandum (OEL-100/64)  
to AD/CR; Subject: EL-B Report Series,  
Dissemination and Reference Service Therefor

1. As outlined in reference, copy of which is attached, the Analysis Division, Office of ELINT, DD/S&T will begin publishing shortly a new series of CIA Information Reports.

2. This series of reports will be identified as EL-B's. A block of 3 million numbers (3,850,000 - 3,854,999) has been assigned to OEL for these reports. It is expected that there will be approximately 10 to 20 reports issued each month. A "meaningful" 10 digit numbering system will be adopted by OEL for these reports on 1 July 1964.

3. A standard distribution list has been drawn up by the OEL and includes all offices and agencies known or thought to have an interest in the subject field. The Document Division has arranged for the Printing Services Division to distribute copies to recipients as indicated on the standard list. Any changes in this distribution will be handled by the Document Division.

4. The Document Division will receive regularly three copies of each report. One copy will be for processing into the Intellofax System and Library Aperture Card File; the second copy will be read by the disseminators for possible interests of offices not on the standard distribution list; and the third copy will be used for the "in process" file.

5. A relatively small number of these reports will fall into the "Special" category and will be handled via "Special channels". Arrangements are being made for the printing and distribution of the few which require the "Special" handling.

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Chief, Document Division

Attachment:

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification